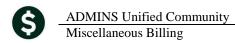


This document explains new product enhancements added to the ADMINS Unified Community for Windows **MISCELLANEOUS BILLING** system.

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Town of ADMINS Special Invoice Edit List

01742

Invo

Remi

Printed 12-Dec-2016 at 13:04:52 by THERESA

MA

Invoice to Customer:

1. BILLING

Work was done to improve a number of aspects of Miscellaneous Billing, particularly for Special Invoices.

1.1. Add Invoice

When adding a Special Invoice, if the Edit List button was clicked immediately after entering values on a record, the Edit List was showing an **INVOICE WILL NOT PRINT** message.

10522-MBSPCINVLST.REP

Invoice# : Bill Date: 12-Dec-2016 Due Date : Bill Year: 2016

INVOICE WILL PRINT

Figure 2 After

Line InveiceDate Description

1.1.1. Edit List [Fix]

This was corrected.

10522-MBSPCI	NVLST.REP	Pri	inted 12-Dec-	2016 at 12:56:	Tow	m of ADMIN	
				Spec	ial I	nvoice Edi	t Lis
Invoice# :		Invoice to	Customer:				T
Bill Date: 1	0-Dec-2016						
Due Date : 1	0-Jan-2017						1
Bill Year: 2	:016						
							- F.
				MA		01742-	- A.
INVOICE WIL	L NOT PRINT						

Figure 1 Before

1.2. Changes to Printed Bills

To provide more meaningful information to the customer, changes were made to the printed bills.

1.2.1. Bill Reprints Show Payments by Date [New]

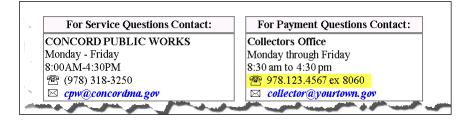
Bill Reprints now show payments against a bill by payment date. Payments and payment dates will not appear on original bills, as a payment cannot be applied in the system until a bill is posted and printed.

INVOICE FOR SPECIAL SERVICE

Description of Services Rendered		Qty	Rate	Amount Billed
Sewer Application Fee		1	75.00	\$75.00
Sewer Tapping Fee-Equipment		1	300.00	\$300.00
Sewer Tapping Fee-Labor		4	52.50	\$210.00
			<u>S</u>	ubtotal: \$585.00
Application Fee		1	75.00	\$75.00
Life Cycle Fee		1	125.00	\$125.00
				ubtotal: \$200.00
			Total Due:	\$785.00
	Payments/Refun	ds 10-No	v-2016	\$-150.00
	Payments/Refun	ds 15-No	v-2016	\$-175.00
			Net Due:	\$610.00

1.2.2. Collector Phone Number on Special Invoices [New]

The Collector Phone number on **Special Invoice** prints using a new value in the Forms Text and Parameters Table. See section 3 for where to enter the phone number that prints in the Payment Questions block.



This *does not apply to curbside bills* which will continue to use the collector phone number.

[ADM-AUC-MB-43]

2. QUERIES

Due to the large number of curbside bills compared to that of Special Invoices, finding a Special Invoice seemed to take a while. A new screen was created to address the response time when looking up a Special Invoice record. Access the screen via **Misc Billing > Queries > Bill Locator**.

2.1. Improved Response Time on Special Invoice Lookups [Fix]

Click on the **[RT]** button to restrict the bill type to only **Misc Billing** (Curbside and Toters data will not be displayed in the screen).

All Types		Qoto						
8RY 9RT Year Restrict Type To	Curbside Toters	Actions	8RY 9RT Year Type	<u>2</u> BT#	3 Service Adr 4 Parcel 5 Cust#	Billed	Paid	Balance
	Misc Billing	1 Select	2015 95 Misc Billing	000094-0	VICTOR ANNE	785,00	175.00	610,00
2016 90 Curbside			2015 95 Misc Billing		00 PEREIRA-DURAES CANDIDO &	40.00	5,55	34,45
			2015 95 Misc Billing		00 315 MUSKETAQUID ROAD LLC	737.50	75,39	662,11
2015 90 Curbside			2015 95 Misc Billing		00 WEST CONCORD UNION CHURCH	2625.00		2625,00
2014 90 Curbside			2017 95 MB Special Invoices		00 MUSHLITZ DAVID J & ELLEN H	6825.00		6825.00
2014 90 Curbside	ł	· ·	2017 95 MB Special Invoices		DO BAILEY JANET	40.00		40,00
2013 90 Curbside	F		2017 95 MB Special Invoices		00 DRAPEAU PHILIP & SIMONE	125.00		125,00
	E		2017 95 MB Special Invoices		00 Marden John A R & Barbara S	1875.00		1875.00
2012 90 Curbside			2016 95 Misc Billing		00 SMYTH DAVID P & ANNE C PIESSENS	500,00		500,00
2011 90 Curbside	F		2016 95 Misc Billing	000117-0	00 KELLY HELEN T	2758.00		2758.00
			2016 95 Misc Billing		00 O'DONDUGHUE JOHN AND MARY	6065.00		6065.00
2010 90 Curbside			2016 95 Misc Billing	000119-0	00 SMITH LOWELL SANBORN	250,00		250,00
	ł							

3. COLLECTIONS TABLES

The **Collections Tables Forms Text and Parameters table** is used to enter information that prints on bills and invoices.

3.1. Forms Text and Parameters Misc Bill Phone # Field [New]

A **Misc Bill Phone#** field was added to the **Table** for sites using **Special Invoices** in the Miscellaneous Billing module. Curbside bills still use the Phone# field.



Forms Text and Parameters	Forms Text and Parameters
* = Required	* = Required
3 Personal Property 4 Motor Excise 5 Revenue Collection	3 Personal Property 4 Motor Excise 5 Revenue Collection
Phone≠ Fax≢ County	Phone≢ 978.123,4567 Fax≢ County Misc Bill Phone≢ 978,123,4567 ex 8060
Phone#	Phone# 978.124,5478 Fax#

Figure 3 Before



[ADM-AUC-RC-8346]

4. HELP REFERENCE LIBRARY

Effective with this software update, there are some enhancements to the structure of the Help Reference Library.

4.1. Numbering Added to Help Reference Libraries [New]

A numbering scheme was added to all Help Reference libraries to make documents easier to find when support staff refers a user to a help document. Figure 5 shows a sample of the new numbering scheme. For example, a question may be posed about how to change information about a customer. Support staff will refer the user to the help document **MB-410 Customer Maintenance**, and the document is found in numerical order in the Help Reference Library.

Goto								
Actions		Refere	nce Card				Last Run	Time
		MB-10) Miscellaneous Billing Help Documents Index	Vie	ew	Email	30-Nov-2016	14:14:08.24
			QUERIES	Vi	ew	Email		
		MB-11) How to Find a Bill	Vie	ew	Email	11-Nov-2016	11:12:31.96
		MB-12	Customer Inquiry	Vie	ew	Email	18-Oct-2016	14:00:47.85
Help Categories			COLLECTIONS					
1 Ledgers		MB-21) Adjustments & Transfers	Vi	ew	Email	18-Oct-2016	14:01:44.06
2 Purchasing		MB-22) Reprint Bills By Batch	Vie	ew	Email	18-Oct-2016	14:02:08.74
<u>3</u> Accounts Payable			BILLING					
4 Human Resources	1	MB-31	O Subscription Billing	Vi	ew	Email	11-Nov-2016	11:12:50.01
5 Budget		MB-32) Special Invoice Billing	Vi	ew	Email	17-Nov-2016	12:48:43.89
6 Collections								
7 Property Tax] M	B-41) Customer Maintenance	Vi	ew	Email	18-Oct-2016	14:04:55.53
8 Motor Excise			OTHER					
9 Misc Billing	1	MB-51) Create CSV Files	Vi	ew	Email	14-Oct-2016	17:36:17.90
<u>0</u> System	1	MB-52) I forgot to print my reports	Vi	ew	Email	14-Oct-2016	17:36:21.01
D Product Demos	1	MB-53) ADMINS Report Generator (ARG)	Vi	ew	Email	14-Oct-2016	17:36:24.49
Release Notes			Menu and Toolbar Tips	Vi	ew	Email	02-Nov-2016	12:43:10.71
Ledgers			SYSTEM					
Purchasing		MB-61) System Administration Kit	Vi	ew	Email	14-Oct-2016	17:36:34.70
Accounts Payable				_				

Figure 5 New Numbering System for the Help Reference Library

4.2. Alphabetical Index for Help Documents [New]

An alphabetical index with hyperlinks is found at the top of each help Reference Library. Click **[View]** to access the index of help topics in alphabetical order, with links that open each help document.

AUC MISCELLANEOUS BILLING USER									
HELP DOCUMENTS INDEX									
- A -	-J-K-L-								
Adjustments MB-210	Lockbox ProcessingRC-200								
-B-	-M-N-								
Billing-SubscriptionsMB-310	Notes FieldRC-160								
Billing –Special Invoices MB-320									
Bill Notes RC-160	-0-								
مىلى مەمەرىيىتىنى ^{يىر} ى مەمەرىي بىرى مەمۇرى بىر بىر مەمەرىي بىر مەمەرىي بىر ب	and a second state of the second state and the second state of the								

Figure 6 Help Documents Alphabetical Index with Clickable Links

Some sites may not permit users to open a linked document. For those sites, the index is numbered to allow you to rapidly retrieve the help you need. If the reference is to a Release Note, the **Month and Year** of the release note will be referenced.

- c -	
Controlling Access to the Budget	BU-130
Cost Breakdown Reports	.DEC-2016 ¹
Create CSV Files from Excel Templates .	

Figure 7 Index Referring to a Release Note

¹ Refers to a Release Note, for the cited month and year – in this case, Budget Release Notes for December of 2016.

Each user may have a unique perspective on how to search for help on a given topic; as such, submit suggestions for additional entries or terminology to support@admins.com so that ADMINS may build these links into upcoming software releases.

[ADM-AUC-DOC-111]

4.3. New or Updated Documentation

The following new or updated documentation was added to the Help Reference Library.

• MB-100 Miscellaneous Billing Documents Index [New]